

ENTERPRISE &
EMPLOYER ENGAGEMENT



Mentor Registration Form



Section 1 - Personal Details

Name
Job Title
Employer
Department
Employer Address
Daytime Telephone Number
Mobile Number
Work Email Address
Personal Email Address
Authorising Manager's Name & Position
Course Title of Degree/HNC/HND qualification (if applicable)
Are you a former UWS student? <input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)
If Yes please state Course of Study Year of Graduation Our Alumni Association is keen to know when our alumni are supporting initiatives in the University. Are you happy for us to pass your details to the Alumni Association so they can update their database and maintain contact with you? <input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)

Section 2 - Matching Process

The information you provide here will be used to match you to a suitable mentee. Every effort will be made to match career areas with the interests of the students and to take into account any additional information provided. However, this is not always possible and it is important to bear in mind that the mentoring process is about support and advice generally.

Gender (please tick) <input type="checkbox"/> Male <input type="checkbox"/> Female	Age (please tick) <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50+
Do you have any disabilities or specific needs? (please tick) <input type="checkbox"/> No <input type="checkbox"/> Yes, If Yes please state (e.g. dyslexia, diabetes, hearing or visual impairments)	

Section 3 – Your Profession

Briefly describe the sector you work in (number of employees, branches etc):

How long have you been in your current role? What are your key responsibilities?

Section 4 – Interests, Skills & Experience

Give a brief outline of past job/voluntary roles you have experienced which will help us when matching you to a student:

What interests you about the UWS Employer Mentoring Programme?

What do you hope to gain by being a Mentor?

Do you have any previous experience of Mentoring? Please briefly describe.

How do you think you can contribute to the Mentoring relationship? What skills, qualities and expertise can you offer a student?

Please tick any areas that you can help to develop a student

- | | | |
|--|--|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Business Awareness | <input type="checkbox"/> Assertiveness |
| <input type="checkbox"/> Planning & Organising | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Recruitment Processes |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Time Management | <input type="checkbox"/> CV & Applications |
| <input type="checkbox"/> Confidence | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Interview Techniques |
| <input type="checkbox"/> Self Awareness | <input type="checkbox"/> Networking | <input type="checkbox"/> Career Ideas |
| <input type="checkbox"/> Enterprise | <input type="checkbox"/> Digital Professionalism | <input type="checkbox"/> Realising Potential |

Section 5 - Marketing

Are you registered on LinkedIn? ☐ Yes ☐ No (please tick)

How did you find out about the UWS Employer Mentoring Programme?

Section 6 - Mentor Declaration

As a Mentor you will:

- Attend the mentor induction and respond to all correspondence sent to me
- Agree to the programme guidance in the document "UWS Employer Mentoring Programme Guidelines"
- Complete the end of programme evaluation
- Maintain contact with your mentee and the mentoring staff between meetings to update on progress with your mentee
- Keep the mentoring staff informed of any breakdown in the mentoring relationship as quickly as possible
- Contact the mentoring staff if you decide to withdraw from the programme
- Agree to University of the West of Scotland contacting you in the future for evaluation and monitoring purposes

Data Protection

This information will be used to match you with a student mentee and your email address will be shared with your allocated mentee. The University undertakes to maintain data in secure conditions and to process and disclose data only within the terms of its Data Protection notification.

I declare that all the information contained within this form to be true and accurate.

Signature Date

Thank you for taking the time to complete the application.

Please return this form to: **employer@uws.ac.uk**